

# JOB VACANCY NOTICE

U.S. Interests Section  
Havana, Cuba

February 14, 2014

Announcement Number: 14/01

Position Number: 97-743000

**OPEN TO:** USEFM and EFM Candidates Only  
**POSITION:** Senior Human Resources Assistant, FP-06  
**OPENING DATE:** February 18, 2014  
**CLOSING DATE:** March 4, 2014 (or until filled)  
**WORK HOURS:** Full-Time  
**STARTING DATE:** June 2014 TBC  
**SALARY:** \$45,185 p.a. (Based on 40 hours a week)  
**Final Grade and step to be determined by Washington**

The U.S. Interests Section (USINT) is seeking a U.S. Citizen Eligible Family Member (USEFM), Eligible Family Member (EFM), with the required work permit for employment in Cuba for the position of Senior Human Resources Assistant in the Human Resources Section.

## **BASIC FUNCTION OF POSITION**

Under the direction of the Financial Management/Human Resources Officer, and with the support of a Regional Human Resources Officer, serves as manager of the Human Resources Section, supervising a staff of three. Provides the full range of human resources services to American employees and Third-Country nationals, and limited HR services, as appropriate, for the Local Contract Nationals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Management Office, [HavanaHR@state.gov](mailto:HavanaHR@state.gov).

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) Two years of college/university.
- 2) Requires 2-3 Years of Customer-Service related experience or Office Management experience.
- 3) Two-Week FSI American Employee Human Resources Course; Recruitment Workshop; other HR courses as designated. Introductory Supervisory Course, other Management Courses as available.
- 4) Knowledge of Human Resources policies and practices, Department of State and USINT structure.
- 5) Must be able to exercise tact and diplomacy and practice good listening skills.
- 6) English level IV (fluent) sp/written.
- 7) Must have good working knowledge of Microsoft Office (Microsoft Word, Excel) and ability to work with a data base. Test to be administered by the HR department.

## **ADDITIONAL SELECTION CRITERIA**

1. Must have or be able to obtain a Top Secret Security Clearance.
2. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for employment (DS-174) is required.

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

USINT Human Resources Office

## **POINT OF CONTACT**

Telephone: 839-4118

FAX: 839-4214

E-mail: [HavanaHR@state.gov](mailto:HavanaHR@state.gov)

## **DEFINITIONS**

1. USEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - a) U.S. citizen; and
  - b) The spouse *or domestic partner (as defined in 3 FAM 1610)* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
  - c) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
    - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
    - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.
2. Eligible family members (EFM):
  - a) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term *"children"* shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship

(at least until age 18), or comparable permanent custody arrangement, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party; ... and

- b) Spouse or same-sex domestic partner as defined in [3 FAM 1610](#).
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
  4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
  5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personal having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: March 4, 2014**

The U.S. Interests Section In Havana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Approved HRO: PDGutierrez  
 Drafted: HR: APorner  
 Cleared: HR: APorner